



**VIRTUAL INTERNSHIP OPPORTUNITIES
IN VIETNAM FROM ABROADER**

ABROADER



1. BUSINESS ANALYST INTERNSHIP AT INTERNATIONAL VENTURE - BA01

Main tasks:

- Analyze users' needs and product's development trends in the market.
- Contribute to the creation of features, flowcharts, draw *mockup/ wireframe* and descriptions of product's features.
- Assist in planning product's development process and cooperate with other departments to polish the products and optimize users' experience.
- Analyze figures and statistics to improve products' features and interface.

About the host:

Viet Nam Price JSC (VNP Group) has been strategic partner of top ventures from Japan, such as CyberAgent Venture, Mitsui Financial Group, and CAI, or from the USA like IDG Capital.

VNP is reputed as one of the pioneers of E-commerce in Vietnam. The way of VNP is never stop learning and updating to provide to customers the best products for their mission is "bringing happiness of the internet to people, and to bring wealth and pride to its members."

2. INTERNSHIP AT EDUCATIONAL NGO – CSW01

Main tasks:

Research

- Support our team to better understand the needs located at rural elementary schools, orphanages and community centers.
- Research potential grants, donors, and foundations for supporting The Library Project's programs.

Relying on your strength

The organization's needs are great. In your cover letter please state how you would like to support. This will help them place you in a position that you make the greatest impact.

About the host:

From the ground up, dedicated and passionate *The Library Project's* team members work closely with local governments, boards of education, local communities, teachers, students, volunteers, and donors. We strive to involve our volunteers and donors in almost every aspect of the donation, as transparency is a cornerstone of The Library Project. The entire team is involved in every aspect of its library donations. A great deal of coordinated effort is involved with each of its library donations. All the team's hard work is well-worth the tireless effort with just a single smile from a deserving child.

3. FUND RAISING INTERNSHIP AT EDUCATIONAL NGO – FI01

Main tasks:

Assist Head of Corporate Partnerships & Fundraising in:

- Developing and maintaining relations and partnerships with individual and corporate funding partners
- Developing and executing fundraising events and other fundraising-related events
- Enable and facilitate effective and timely implementation of fundraising department communication
- Assist in implementation of marketing & communications activities.

About the host:

Founded in 2009, LIN Center for Community Development is a not-for-profit organization. We envision equal access to social and economic opportunities and an improved quality of life for all (irrespective of age, race, gender, ethnicity, origin, etc..). Through grants, technical support and networking, LIN helps local nonprofit organizations (NPOs) and philanthropists (skilled volunteers and donors) to strengthen and grow so they can fulfill their potential as vehicles for sustainable development, poverty alleviation and citizen participation.

4. MARKETING INTERNSHIP AT BUSINESS CONSULTATION FIRM – MKC01

Main tasks:

- Review and challenge the current sales plan
- Propose the marketing plan to achieve the sales targets
- Implement several marketing activities as plan, i.e.: organize a media event, plan for the development of alumni group, boost activities on social media (Facebook, LinkedIn, YouTube), etc...
- Implement new technologies to sales, marketing activities and training methods.
- Create new partnerships with international training companies.

About the host:

Founded in 2002, MCG is one of the leading management consulting firms in Vietnam, specializing in economic reform in the development arena, and corporate restructuring in the business community.

MCG is delivering advisory services to Vietnam-based corporate including state-owned enterprises, foreign direct investment enterprises and enterprises in private sector across sectors including real estate, infrastructure, manufacturing, finance, textile and garment... We assisted them in their strategy development and implementation, business plan development and review, feasibility study development, organizational restructuring and human resource management.

5. MARKETING & COMMUNICATION INTERNSHIP AT ENVIRONMENTAL NGO – MKC02

Main tasks:

a. *Graphic Designing Internship:*

- Preparing and developing the design/ graphics/ Illustration for ongoing projects
- Review and improve design for our project reports
- Develop graphics and other digital media means for our social media

b. *Digital Marketing Internship:*

- Research potential partners. Follow up with leads and open new sales
- Communicate and do sales with current partners
- Manage digital marketing channels. Conduct analysis to improve marketing efficiency
- Research international trends and suggest necessary improvements to products to suit the taste of different international markets
- Contribute ideas to company business development strategies in general

c. *Communication Internship:*

- Create presentations and documents: photoshop, pack office, iMovie
- Collaborate with other department to produce content
- Edit English of written content: annual report, press releases, newsletters, social media posts etc.
- Edit English and create ENG & VN subtitles for videos as needed: our planet halo films, short clips.
- Organize photos and upload photos to the HIVE (photo hub for WWF)
- Assist updating the website as needed
- Adapt and support graphics content/videos

About the host:

WWF was one of the first international non-government organizations to work in Viet Nam.

In 1985, WWF began working on a national conservation strategy and since then, has worked closely with the Vietnamese Government and local partners on a diverse range of environmental issues, implementing numerous field activities across the country. WWF-Viet Nam is part of WWF-Greater Mekong which includes WWF-Cambodia, WWF-Laos, WWF-Thailand and WWF-Myanmar.

6. PROGRAM & COMMUNICATION INTERNSHIP AT EDUCATIONAL NGO – MKC03

Main tasks:

- Implementing communications strategies & work-plans, campaigns, events and other initiatives in support of in-country, regional and international communication objectives.
- Researching, preparing fact-checking, editing, and producing professional media and communications materials for various audiences and ensuring their timely dissemination.
- Working closely with in-country programs staff and regional Communication Manager and on communications initiatives and messaging.
- Developing news-worthy messages and disseminating to regional Communication Manager.
- Regularly creating high quality media and multimedia content for dissemination in country and regionally.
- Acting as brand guardian for the organization and making sure communication and messaging is consistent and of high quality.
- Undertaking and organizing missions and field trips in order to collect content for communication purposes including interviewing beneficiaries, photography and videography.
- Maintaining through year-round professional interaction strong media relations for
- the organization, ensuring that media (and other important external stakeholders, such as governments, embassies, NGOs etc.) have strong awareness of the issue the organization tackles and are briefed regularly on upcoming initiatives and other issues of importance to the organization.
- Preparing press releases, fact sheets, social media outputs, etc. for all issues under area of responsibility.
- Maintaining up to date specialist knowledge of matters pertaining to the country and issues under area of responsibility.
- Maintain an up to date database of journalists and media organizations
- Ensuring the organization visibility, reputation, and positioning as the leading authority on ECCE and quality education matters is maintained at country level through effective media relations

About the host:

Aide et Action International (AEAI) is an international NGO, headquartered in Geneva, Switzerland. AEA International began its programs in India in 1981 and is now working in more than 19 countries across Africa, Europe, South Asia, Southeast Asia and China to support the development of sustainable education projects with our believes in the universal right to a quality education and bases each intervention around this ethos.

AEA' s staff operate in the spirit of shared decision making which demands team-work, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.

7. COMMUNICATION & EVENT INTERNSHIP AT COMMUNITY DEVELOPMENT NGO – MKC05

Main tasks:

a. Communication

- Digital communication
 - Manage the websites of the organization and its projects, publishing news and updating it periodically.
 - Plan, create and edit high quality content to maintain an active social media presence across a range of different social media platforms and for digital newsletters
 - Plan and coordinate the creation of multi-media communications materials
 - Disseminate key publications, including through other organizations
 - Printed communication
 - Plan, create, edit, and update periodically high-quality material such as brochures, flyers, presentations, banners, publications, etc.
 - When necessary, participate in report writing
 - Monitoring and strategy
 - Tracking, measure, and report on the effectiveness of the communication channels of the organization and its projects
 - Maintain records of media coverage
 - Analyze information collected and contribute to the communication strategy with new ideas, initiatives or areas for improvement
 - Seek new opportunities to enhance the visibility of the NGO
 - Other tasks
 - When necessary coordinate with service providers (photographers, video makers, web designers, printer, graphic designer, translator, etc.)
 - Ensure consistency across all projects internal and external communications
 - Create and update contact databases
 - Coordinate with third parties (partners, members, etc.) on communication related matters.
- #### *b. Events*
- Participate in the planning of events
 - Promote the events through a variety of channels
 - Assists with logistics and coordinate with service providers (hotels, caterers, printer for backdrops, etc.)
 - Represent the network at events if appropriate

About the host:

The European Institute of Cooperation and Development (IECD) is a French international solidarity organization that implements 45 development projects in Sub-Saharan Africa, the Indian Ocean, Middle East & North Africa and South East Asia. Since its creation in 1988, IECD has developed recognized

expertise in four key areas: Education, Vocational Training and Youth Employability, Support to Small Enterprises and Healthcare.

IECD has been acting in Vietnam since 2010, in the fields of entrepreneurship and vocational training. 4 projects are currently implemented in Vietnam:

- The Support to Micro and Small Enterprises project
- The French Bakery School, a bakery vocational training center in Ho Chi Minh City
- The Seeds of Hope electricity and vehicle maintenance training project

The Association of Southeast Asian Social Enterprises for Training in Hospitality & Catering – ASSET-H&C.

8. ONLINE VOLUNTEER GROUP ADMIN AT COMMUNITY DEVELOPMENT NGO – MKC06

Main tasks:

- Execute internal social media strategy and best practices on Facebook
- Manage multiple internal accounts
- Work with account managers to develop recruitment, unison and engagement strategies through social media with volunteers
- Develop and manage programs to keep in touch with past and current volunteers
- Communicate directly with users via social channels, responding to questions, engaging and being the voice of the organization.

About the host:

Love for Kids is a community development project that believes the most profound value of a family is being the best educational environment for the development of children and parents can be the most influential teachers of kid's life. Its mission is to contribute to the change of mind of parents about the importance of daily physical interaction to their children.